

## REFUND REQUEST (for sales of items)

<b>To:</b>	Baking Industry Training College		
<b>Applicant:</b>	Name:	Contact No:	Date:
		Tel./Fax:	Email:
<b>Course Title / Training</b>		Course Code:	Course Date:
<b>Item(s) &amp; Reason(s) for Refund:</b> (attach separate sheets if space insufficient)			
<b>For Office Use Only</b>			
Reviewed By:	Signature:	Date:	
<b>Management Recommendation:</b>			
<b>Approvals</b>			
Principal	Sign:..... Name: John Lee	Date:	Remarks, if any:
Admin Staff	Sign:..... Name:	Date:	Remarks, if any:
<b>Payment Details</b>			
Refund Amount:  .....	Payee:  Sign:..... Name:	Cheque No:  Sent by Post <input type="checkbox"/>  Self Collection <input type="checkbox"/>	Received By:  ..... Signature/Date